

Town of Lamoine, Maine
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Lamoine, ME 04605
207-667-2242
e-mail town@lamoine-me.gov,
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Policy Regarding Use of Public Bulletin Boards/Display Areas

- I. **Purpose** – The purpose of this policy is to clarify what items are authorized to be displayed on public bulletin boards and other display areas at the Lamoine Transfer Station and the Lamoine Town Hall, and to establish a priority for display items and a process to determine appropriate materials.
- II. **Scope** – This policy shall apply to all public display facilities (i.e. bulletin board, wall space), including but not limited to
 - a. The bulletin board mounted on the exterior of the Swap Shop at the Lamoine Transfer Station
 - b. The bulletin board mounted inside the Swap Shop at the Lamoine Transfer Station
 - c. The posts at the MSW enclosure at the Lamoine Transfer Station
 - d. The exterior bulletin board mounted at the Lamoine Town Hall
 - e. The changeable sign board at the Lamoine Town Hall
 - f. The bulletin boards inside the Lamoine Town Hall presently mounted outside the tax collector's office and on the wall separating the meeting room and the tax collector's office.
- III. **Authority** – The authority to regulate the use of town owned facilities is within the purview of the municipal officers of the Town of Lamoine pursuant to 30-A MRSA §2003 (non-statutory municipal functions)
- IV. **Policy** –
 - a. It is the policy of the Lamoine Board of Selectmen that the following items are to be displayed on the areas defined in Section II a, d, and f:
 - i. Town Meeting Warrants & Election Notices and related materials.
 - ii. The monthly calendar for the Town of Lamoine
 - iii. Public Safety Notices
 - iv. Public Hearing Notices
 - v. Notices of position vacancies
 - vi. (town hall exterior only) – The required General Assistance Notice
 - vii. (town hall only) – The mooring waiting list
 - viii. Other official notices required by law to be displayed
 - b. Provided space is available, all display areas listed in Section II may display notices of the following:

- i. Events being sponsored by boards or departments of the Town, including but not limited to school events, fire department events, Conservation Commission Events and the like.
 - ii. Events promoted by non-profit organizations within the Town and open to the general public (with or without charge)
 - iii. Events promoted by non-profit organizations outside of the Town and open to the general public (with or without charge)
 - iv. Lost or Found items (animals, etc.)
 - c. Prohibited Displays
 - i. Advertising by “for-profit” businesses
 - ii. Advertising promoting political candidates or positions
 - iii. Items of a graphic or offensive nature
 - d. Determination
 - i. Non-municipal items that are categorized by section IV-b above that may not exactly fit definition shall be screened first by town office staff for appropriateness for display. Decision of town office staff may be appealed to the Board of Selectmen. The decision of the Board of Selectmen at a regular, open meeting shall be final.
 - e. Length of Display
 - i. Items advertising municipal events shall be removed at the expiration of events
 - ii. Items advertising non-municipal events may be removed by staff at any time to make room to adequately advertise municipal events.
 - f. Size of Display
 - i. Town office staff may regulate the size of displays. Ideally, the display shall be no greater than letter size paper.

V. ENFORCEMENT/AUTHORITY

- a. The facility supervisor for each facility (Administrative Assistant at Town Hall (section II, d-f) and Transfer Station Manager at Transfer Station section II, a-c)) have the authority to post and responsibility to remove items pursuant to section IV.*
- b. Decisions by the facility supervisor may be appealed to the Board of Selectmen by a representative of the organization seeking to post an item. The Board will consider the appeal at a regularly scheduled meeting. Until such time as the Selectmen overrule that decision of the facility supervisor, the posting in question shall not be displayed.*
- c. In the case of a posting that an individual feels should not be displayed, the facility supervisor or other staff shall remove the item in question upon request. The posting individual or organization*

shall be notified by any practical means of the removal and the appeal opportunity. The removed item shall be forwarded to the Administrative Assistant to the Selectmen.

- d. Appeals to the Board of Selectmen will be determined based on the posting criteria in Section IV, any applicable local ordinance, and applicable state statute. Decisions by the Board shall be made by a majority vote of a quorum, and affected parties notified in writing. In the event the board rules that a removed item should be displayed, the Administrative Assistant shall put the item in the appropriate display area at the earliest convenience.*

VI. EFFECTIVE DATE

- a.** This policy shall become effective for the fiscal year 2008/09 as of the date of signature by a majority of the Board of Selectmen

VII. SIGNATURE SECTION

We the undersigned member of the Board of Selectmen, hereby approve of the above policy regarding use of public bulletin boards/display areas on this 21st day of May, 2009.

Cynthia Donaldson

S. Josephine Cooper

Richard Fennelly, Jr

Kermit Theall

Gary McFarland

Attest: A True Copy

Stuart Marckoon, Deputy Town Clerk

Copies to:

Tax Collector, ____ Assistant Tax Collector, ____ Treasurer, ____

Transfer Station Attendant ____

File